

IMMUNIZATION SPECIALIST

SEND COVER LETTER AND RESUME TO:

M. Kubik by e-mail to Michael.Kubik@erie.gov or fax to (716) 858-8701.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves coordinating and promoting efforts to increase immunization rates in Erie County. This is a professional nursing position responsible for assessing immunization levels in Erie County, development of immunization initiatives, and promotion of immunizations through education and outreach activities to the community and health care professionals. Work is performed under the supervision of higher-level administrative staff. The incumbent supervises nursing and allied health personnel and review of work for conformance to set standards. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates immunization education to be implemented in local provider practices and community settings;
Works with local provider groups to establish immunization standards and best practices;
Reviews immunization records in provider offices to assess immunization benchmarks established by CDC and ACIP;
Prepares reports and makes recommendations after conducting immunization assessment in provider settings;
Conducts a program of peer education on immunization policies and protocols;
Provides professional direction and guidance to nursing staff;
Participates in other related department and community activities as indicated
Assists in the planning and supervision of in-service training for professional and para-professional staff
Develops and conducts workshops and presentations;
Writes and edits informational materials on immunization levels and reviews, including fact sheets, pamphlets and brochures;
Participates in immunization program evaluations.
Participates in coalition activities
Prepares and submits required budget and workplan
Prepares and submits required quarterly reports
Provides leadership in the area of immunizations to the clinical services of the Health Department including annual updates of standing orders for immunizations

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, best practices, techniques and literature of immunizations; good knowledge of current literature and sources of information related to education on immunization; ability to develop, coordinate and conduct education programs and services; ability to establish and maintain cooperative relations with local provider and community groups; ability to address groups; good judgment; initiative and resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and one (1) year of experience in the administration of vaccines, including DTaP, IPV, MMR, hepatitis B, Hib, HPV, meningococcal and varicella, 6 months of experience in supervision of other professional staff

SPECIAL REQUIREMENTS:

- 1 Possession of a current license to practice as a registered professional nurse in New York State.
- 2 Possession of a New York State driver's license and a car available for use.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.